**McElroy Excellence in Education Enrichment Grant**

**2021-2022 Application Checklist**

The purpose of the McElroy grant is to provide funding for the small, but important idea the teacher has to provide enrichment to the curriculum. It includes innovative, educational experiences for students and demonstrates excellence in education.

**The completed application must be submitted by 4:30 p.m. on November 5, 2021.  Upload at** [**https://www.keystoneaea.org/educators/school-technology/mcelroy-grants**](https://www.keystoneaea.org/educators/school-technology/mcelroy-grants)

**Part I: Cover page and assurances**

The cover page assurances should be the only page with identifying information regarding the applicants. This page must contain the signature for the building principal and teacher(s) applying for the grant. Typing your name in the space is considered an official signature.

**Part II: Proposal**

The proposal should clearly define a project, explicitly outline clear outcomes, and describe how the resources requested will be used. Also, emphasize how this project will be sustained beyond the current grant year.

**Instructions for completing the application:**

* Download the application from the link.  Please leave the questions on the document.
* Write your responses after the corresponding questions.  Please answer all five questions. Refer to the scoring rubric for criteria relating to each of the areas.
* Your **proposal** (labeled Part II of the application) must be **no longer than 4 pages**. The questions must remain on the application. Use font size 11. Margins must be a minimum of .5 on each side; spacing within a paragraph is no less than single-spaced.
* The budget is a separate section of the application and does not count toward the 4 pages allocated to the proposal.
* **DO NOT** include identifying information in the proposal. This includes the first or last names of individuals (for example,... in Mrs. Berns’s class) and any references to the district, school, town, school logo/ mascot, or school initials -- Please double-check! **Proposals will be automatically disqualified for containing identifying information.**
* Please **DO NOT** submit your application by fax, email or via Google Docs. Upload completed document as a PDF at <https://www.keystoneaea.org/educators/school-technology/mcelroy-grants>.

**Part III: Budget**

Please provide an itemized proposed project budget in the table format found in Part III of the McElroy Grant application.  If your project expenditures exceed $2,000 how will the remaining costs be covered? You can round up cents, but do not round up dollars. Please list individual items with their costs and total the expenses (please do not request funding for food, postage, guest speakers, or out of state transportation costs). In your budget items, do not include sales tax. Any references to the district, school (by name or initials), town, school logo/ mascot, or school initials **in the budget will be automatically disqualified for containing identifying information.**

**Part IV: Review your proposal**

Double-check to be sure you have **re-read your proposal** for content cohesiveness, ensure sentences are complete, and the narratives are free of grammatical errors. **DO NOT include the names or abbreviations of individuals, schools, or towns in your proposal**. Ensure that you have met all areas of the grant checklist and scoring rubric.

**McElroy Excellence in Education Enrichment Grant**

**2021-2022 Application**

**PLEASE NOTE**: RENAME this document with your LAST NAME and title of the project BEFORE re-uploading. This page must contain the signature for the building principal and teacher(s) applying for the grant (digital signatures in the form of typed text meet this criteria).

**Part I: Cover page and assurances**

Project Title:

Amount Requested:

Submitted By (Your Name):

If appropriate, list team members:

School District: School Building:

Grade Level: Subject:

Phone:

Email Address:

\_\_\_\_\_ I have re-read my proposal for content cohesiveness, ensure sentences are complete, and the narratives are free of grammatical errors. **DO NOT include the names of individuals, schools, or towns in your application.** Ensure that you have met all areas of the grant checklist and scoring rubric.

\_\_\_\_\_ Yes, I will complete the project during the second semester of the current school year.

\_\_\_\_\_ Yes, I will submit an end of project report to Keystone AEA by **Friday, May 20, 2022**.

\_\_\_\_\_ Yes, I will complete the project as stated in my grant proposal.

\_\_\_\_\_ Yes, I will send Bev Berns ([bberns@aea1.k12.ia.us](mailto:bberns@aea1.k12.ia.us)) an article about the project with related photos/video to share on the McElroy blog.

**SIGNATURES:** Digital signatures as typed text are accepted.

| Teacher’s Name(s) | Date |
| --- | --- |
|  |  |
|  |  |

| Building Principal Signature | Date |
| --- | --- |
|  |  |

**Part II: Proposal**

| 1. 1. **Describe your project**:   What is the project or experience? In your description, be specific in the overall outcome, goals, and implementation steps. Describe how the project is rigorous, enhances student experiences and knowledge, and engages students in higher-order thinking. Please include: the grade level, how many students this project will serve, what activities will take place, how does this project contribute to an engaging classroom environment? **\*\*Be sure to explain acronyms and programs (do not assume we know what the program/abbreviation is).** |
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| **Exp** 2. **Project Purpose:** What makes this project unique? Explain how the project fits the grant’s purpose of “providing funding for the small, but important idea the teacher has to provide enrichment to the curriculum.” Include the innovative, educational experiences for students and how the project demonstrates excellence in education. How does this project create linkages between groups of students or extend beyond the classroom walls? How does the teacher act as a mentor, coach, or facilitator? How will the project be sustained beyond the grant year (not a “one-time project.”) |
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| 3. **Standards/Initiative alignment:** List **ONLY TWO** standards that directly connect to the project (you may have more in mind, we are interested in two that you feel are most emphasized in this project). **In addition**, explain how this project builds on or connects to district initiatives (standards implementation, differentiated instruction, project-based learning, College & Career Readiness, MTSS, social-emotional learning, etc.) |
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| 4. **Research Base**: How does this project demonstrate best practices in teaching? Within your explanation, please **include specific research from at least two sources** that supports your project. Include in this section a bibliography using MLA formatting. Do not copy and paste your research, it must be integrated within the explanation. |
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| 5. **Material use:**Explain how the materials requested in your budget will be used throughout the grant. Give specific examples of how these items will be used. |
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| **6. Grant proposal guidelines**: Double-check to be sure you have **re-read your proposal** for content cohesiveness, ensure sentences are complete, and the narratives are free of grammatical errors. **DO NOT include the names of individuals, schools, or towns in your proposal**. Ensure that you have met all areas of the grant checklist and scoring rubric. |
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 **Part III: Budget**

Please provide an itemized proposed budget in the table below. You can round up cents but do not round up dollars. Please list individual items with their costs and total the expenses (please do not request funding for food, postage, sales tax, shipping, out of state transportation costs, or instructor salaries). Please insert rows to the table below to expand the table as needed. Do not add invoices you may have from a company. **Please type out the information and add them to the table below.** Do not include **vendor information or school/location information** in your budget.

| **Qty** | **Item with a brief description** | **Cost** | **Total** |
| --- | --- | --- | --- |
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|  |  |  |  |
|  |  |  |  |
| **FINAL TOTAL** | | |  |

Overall total requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your project expenditures exceed $2,000 how will the remaining costs be covered?